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Approved For Release 2001/07/12 : CIA-RDP73-00099

1 Nov 1971 noon

*SSS proposed revision
to first draft para's 6, 7, + 8.
Coordinated with Board on 1 Nov.
at 2:30 pm*

6. On the Second Problem, the application of an Agency policy limiting the storage of Computer prepared reports to microfilm copies of these reports, the Board feels that definite steps have been and are being taken. (a) PSD has purchased a specialized camera that converts computer printouts to microfilm at the rate of 165 feet a minute. Using this Camera, the Office of Finance has converted over 100 cubic feet of listings to microfilm. The DDS&T is renting one of these cameras for six months to convert telemetry records in FMSAC and other records in ORD. Since there is a rental/purchase agreement, we may wish to purchase the second ROTOLINE Camera six months from now to film more computer printouts in other offices. (b) The Support Directorate has already converted 5 of its computer printouts to Computer Output Microfilm (COM). The DDP has converted 17 reports to COM. (c) In certain instances either the size of the report or the perishability of the data on the report do not justify a COM application or conversion from hard copy printout to microfilm.

7. The Records Center Chief reported to the Board that large deposits of hard copy Computer printouts are being withdrawn from storage. The DDP is eliminating approximately 400 cubic feet of punched cards from the Center. They are converting the Master cards to COM. The DDP, the DDI and DDS&T have stopped sending Listing to storage. OCS is storing vital materials on magnetic tapes. In the DDS, only the Office of Personnel is still retiring hard copy Computer printouts. The Agency Microfilm Officer, the DDS RMO and member of the SIPS Task Force have been working with Personnel to convert their old hard copy printouts to microfilm, and to replace many of their current hard copy Computer printouts with COM applications.

8. The Board members feel that, at this time, satisfactory progress is being made on limiting, the storage of hard copy Computer printouts both at the Records Center and in the Offices.